

Career Opportunity

Program Data Assistant

SALARY: \$10.72 - \$13.56 Hourly

CLOSES: 12/24/2012

JOB TYPE: Classified/Full-Time



POSITION OVERVIEW: The purpose of this position is to perform data entry, to provide training, technical assistance and support to program staff in the use of the program's database and other windows software, and create reports from the program's database and to perform other clerical and reception duties as assigned.

POSITION QUALIFICATIONS: High school diploma or GED certificate and one (1) year of data entry or administrative assistant experience. Preferred: Associates degree or Business Training Certificate is preferred. Specialized training, certifications, or other special requirements: Background investigation and fingerprint identification performed upon hire to secure DPS Fingerprint Clearance Card. Must be able to pass a medical exam that includes screening for TB, as required by Federal and State regulations, to be free of communicable disease, and must have received the following vaccinations: (MMR) Measles, Mumps, Rubella, and Tetanus if not current, to assure no significant risk exists to the health or safety of others. Preferred special requirements: Prefer knowledge of ChildPlus software, bilingual in English and Spanish and previous experience with use of multi-line phones.

Knowledge, Skills, and Abilities: Must be able to type 40 words per minute. Must be knowledgeable in the use of databases and spreadsheets and the differences between databases and spreadsheets. Must have the ability to provide one-on-one and small group training in an informal (non-classroom) setting to teach various windows applications (Word, Excel, and Outlook) using a prepared guide. Must be skilled in time management and organization. Must possess strong customer service and problem solving skills. Must have the ability to present and interact in a professional demeanor. Must have the ability to communicate effectively with customers and staff verbally and in writing. Must have the ability to follow instructions of established processes and procedures.

Essential Job Tasks: Input statistical data in a timely and accurate manner. Completes word processing and other clerical tasks such as typing correspondence and reports, creating calendars, forms, charts and tables. Maintains files in accordance with program requirements. Assists with reception duties, including answering phones, welcoming visitors and staff, issuing parking permits, scheduling meeting rooms and vehicles, vehicle check-out and in, and receiving, sorting and distributing mail. Conduct telephone and in-person customer support and technical assistance on use of the program's database to instructional staff. Create reports in program's database as directed by supervisor. Provide technical assistance and coaching to instructional staff in the use of windows based applications; including, but not limited to Word, Excel, Outlook, and ChildPlus in order to enhance computer skills of program staff. Perform quality assurance checks on program data.

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